

Policy

National Training (NT) recognises and rewards the referral of new students from current and past students.

National Training will reward \$200.00 for each student referral which strictly met all the following eligibility criteria;

- 1) The New Student whilst completing their enrolment application must identify a current or past student as their referrer, for the referrer to be eligible to lodge a Refer a Friend Claim;
- 2) Each New Student is limited to only one (1) referring friend, regardless of the number of qualifications undertaken by the New Student;
- 3) New students that are paying for their course/s through a payment plan, need to have been making payments in accordance with their contract for at least 120 days to be eligible for a Refer a Friend Claim;
- 4) Eligible Refer a Friend claims which meet the required criteria, must be submitted by the identified referrer via email.
- 5) This policy does not predate its implementation date being the 1st October 2018

Definitions

Successful Enrolment: Means the New Student has enrolled, provide their USI, completed their LLN and paid for their course in full, or is making payments in accordance with their payment plan for at least 120 days.

New Student: Means the enrolling student is not known by National Training in anyway.

Referrer: Is a current or past student of National Training, who is identifiable on the student management system (SMS)

Scope

This policy is limited to Delivery of Nationally Recognised Qualifications only and is not extended to Short Courses, Skill Sets, Credit Transfers or Recognition of Prior Learning assessment.

Responsibility

The CEO has the overall responsible for the implementation and maintenance of this policy

Method

- 1.1. New Students MUST identify their referrer on their Enrolment form, for the referrer to be eligible for a Refer a Friend claim.
- 1.2. New Students but be enroled, provide their USI, complete their LLN and pay for their qualification in full. In the event the New Student is paying for their qualification via a payment plan, they need to have made payments in accordance with their contract without default, for a period no less than 120 days.
- 1.3. Eligible Refer a Friend Claims must be submitted by the referrer via email to:
info@nationaltraining.edu.au,
- 1.4. This email must be identified with Refer a Friend Claim in the subject line and clearly identifying the student they referred in the email to enable confirmation of eligibility. Your bank account details must also be included, should the claim be successful.
- 1.5. In the event your claim is successful, payment will be made to your nominated account within 14 days.

Refer a Friend Policy and Procedure



- 1.6. Should your claim be unsuccessful, you will receive an email detailing why your claim was not successful.

- 1.7. Both Board and committees are made up of voting-members who are independent of NT ownership and employment.

Document History

Revision	Date	Description of modifications
1.0	October 2018	Original

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